University of New Haven

Assistant Director of Admissions / Coordinator of Transfer Admissions – Search #12-82

The University of New Haven seeks and energetic and team-oriented professional to serve as Assistant Director of Admissions and Coordinator of Transfer Admissions. Reporting to the Associate Director of Admissions, the assistant director is responsible for the overall recruitment and enrollment of prospective undergraduate transfer students. Travel to attend college fairs and visit community colleges to promote the University is required. The new assistant director will conduct information sessions and interviews with prospective students and families, coordinate our Transfer Discovery Day programs, review and evaluate applications for transfer admission, manage the overall transfer credit evaluation process, organize and implement effective communication plans for transfer students, and coordinate all marketing initiatives for prospective transfer students.

Requirements:

Qualified candidates should possess strong customer service and interpersonal skills, excellent organizational skills, and ability to work independently. A minimum of 2 years of experience in an undergraduate admission office is required. Regular evening and weekend work that includes making phone calls and follow-up with prospective transfer students is required. A bachelor's degree from an accredited college or university is required and a master's degree is preferred. Must have a valid driver's license and clean driving record. Knowledge of and/or experience with SCT Banner, Academy One, and Hobsons Connect2 is preferred.

Application Process:

Qualified applicants should submit a cover letter and resume with a list of 3-5 professional references to:

Search Committee **#12-82**
University of New Haven
300 Boston Post Road • West Haven, CT 06516

You must include the search # in the subject line of your email to be considered for the position

UNH is an Equal Opportunity, Affirmative Action Employer